**Application Form**

Thank you for your interest in participating in a Leadership Programme at UCL. Please ensure you have read the course description and that the programme's aims are relevant to your role and aspirations.

**Please refer to the** [**Programme Directory**](https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/ucl-leadership-programmes-0) **for more information on the stages and timelines of the application process and contact** [**leadershipprogrammes@ucl.ac.uk**](mailto:leadershipprogrammes@ucl.ac.u) **for any queries**

**Step 1: Update your Diversity Data**

UCL is committed to promoting equity and inclusion across the UCL community. We will monitor and manage participation in our Leadership Programmes by ensuring equitable involvement of groups currently under-represented at senior leadership levels across UCL. To do this, all programme applicants should have up-to-date diversity data on my HR.

Please do this in one of the following ways:

1. Via [Inside UCL App](https://liveuclac.sharepoint.com/sites/UCLDigitalExperience/SitePages/Staff-Experience-App---Inside-UCL.aspx)

2. Via [MyHR Self Service](https://www.ucl.ac.uk/myhr/). Click "Personal Information" to complete your data.

**Step 2: Complete this application form**

As places are limited, we need to understand your suitability and commitment to your selected programme. Supported by your line manager or team leader, please consider the questions below and complete this application form.

|  |  |
| --- | --- |
| **Name:** |  |
| **UCL ID: (e.g.ucyabc)** |  |
| **Job Title:** |  |
| **Department:** |  |
| **Programme Selected:** |  |
| **Cohort number (in order of preference)**  *Please note whilst we will make every effort to allocate you to your preferred cohort, we cannot guarantee this.* |  |
| **Please confirm you can commit to the dates of your preferred Cohort.** |  |
| Please confirm you understood the purpose and outcomes of the programme selected |  |
| Please confirm you understand the commitment required for the programme, including both the contact hours and self-directed study.  *Please note that Study Leave is available for all internal Leadership programmes. You can find further details* [*via this page.*](https://www.ucl.ac.uk/human-resources/special-leave-policy-leave-domestic-and-personal-reasons#10) |  |

# Part A – Your Readiness

**Completed by Applicant**

*UCL leaders, whatever their level and role, contribute in four distinct ways: to their development, to the development and growth of others, to their current performance, and the wider UCL community. Please outline how you believe the programme will enhance your contribution under these four headings:*

|  |  |
| --- | --- |
| **1. Commitment to your development**  *(100 words max)*  Why do you wish to undertake this programme, and what do you hope to gain from it?  Please explain how the programme will support your professional development goals.  Give examples of when you have previously taken opportunities to develop yourself and gain new skills (these examples can be outside UCL) |  |
| **2. Contribution to others’ development**  *(100 words max)*  How will you use your learning to benefit colleagues, stakeholders, and students?  Do you currently lead others? Is that a part of the leadership that you particularly enjoy? |  |
| **3. Performance in current role**  *(100 words max)*  How would you like to enhance your leadership capabilities? What are your areas of strength and development?  How would these enhanced capabilities impact your performance in your current and future roles?  What is your ideal outcome from participating in the course? |  |
| **4. Wider contribution to UCL**  (*100 words max)*  How do you currently contribute outside your discipline or work area (e.g., Institutional Citizenship?)  How could the programme assist you to contribute more widely (e.g., by building your network and gaining new perspectives?) |  |

**Note to Applicant:** *Please now submit the form to your line manager for consideration and endorsement. Please* ***do not*** *send the form directly to OD Leadership Programmes, as shortlisting and nominations are organised by your Faculty/Area via line managers/team leaders*

*Please contact the* [*Leadership Programme Team*](mailto:leadershipprogrammes@ucl.ac.uk) *with any queries on the application process. Please see* [*Nomination Process webpage*](https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/ucl-leadership-programmes/nominations-process-ucl-leadership) *for further information on the application stages and timelines.*

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# Part B – Line Manager/Team Leader endorsement

**Completed by applicant’s Line Manager / Team Leader**

|The Line Managers’ understanding of the programme, endorsement and support is an important element of the participants’ experience both during, and after the course

|  |  |
| --- | --- |
| *Please confirm:* | *Please mark as applicable.* |
| The applicant meets the Programme’s eligibility requirements. |  |
| The Programme’s purpose and outcomes are relevant to the applicant’s current or desired role |  |
| You and the applicant are aware of the Programme dates and understand the time commitment required, including the hours dedicated to self–study.  You are supportive of the candidate accessing the [study leave policy](https://www.ucl.ac.uk/human-resources/special-leave-policy-leave-domestic-and-personal-reasons#10) should they wish |  |
| You confirm your support of the applicant dedicating the necessary time to the programme. You will reallocate workload, if and where necessary, to meet the programme’s demands. |  |
| Please confirm your willingness to attend a brief drop-in session on the Programmes’ content and outcomes in Term 1 2022 -23 |  |
| All Leadership Programmes are centrally funded, and there is high demand for seats each year. Please indicate that you and the applicant understand that withdrawal from a leadership programme less than 14 business days before the programme start date or during the programme itself will result in a cancellation penalty of £300 to the relevant department  Please note that in some circumstances (e.g., ill-health, parental leave etc.), we will consider deferrals to another cohort or year. This will be applied on a case-to-case basis. |  |

|  |  |
| --- | --- |
| **Line Manager/ Team Leader Name:** |  |
| **Date** |  |

**Note to Line Manager**: *Please forward this form to your departmental/divisional manager (if applicable) for initial shortlisting*

*Please do not send the form directly to OD Leadership Programmes, as shortlisting and nominations are organised by your Faculty/Area. Applications are open for participants until Fri 16 Sep. Departmental managers will then shortlist until Fri 30 Sep[[1]](#footnote-3). Faculties/Areas will then shortlist until Mon 17 Oct, and you will be confirmed of the outcome of your application by Fri 19 Nov. Leadership Programmes run from Dec 2022- Jul 2023.*

*Please contact the* [*Leadership Programme Team*](mailto:leadershipprogrammes@ucl.ac.uk) *with any queries on the application process. Please see* [*Nomination Process webpage*](https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/ucl-leadership-programmes/nominations-process-ucl-leadership) *for further information on the application stages and timelines.*

*[End of Form]*

1. NB: How this stage is managed will be dependent on the specific needs in your area. Your Area Lead and Divisional Director will make this decision and communicate appropriately. [↑](#footnote-ref-3)